

VI. Communication

The Partners to this MOU will enhance existing communication mechanisms and create new mechanisms for inter-agency communications. Utilizing both in-person and technology-driven convening strategies, staff will share knowledge, tools and strategies to increase the effectiveness of services throughout the region. Each partnering Workforce Development Board will contribute equally to the development and implementation strategies.

- a. **Staff Convenings** – the Partners under this MOU will create opportunities for staff in all critical roles to communicate and collaborate with their counterparts from across the region. Staff convenings will occur as follows:
 - i. **Regional Staff Summit:** No less than once each year, the Partners will convene a summit that includes representatives of each staff group from each Partner agency. Staff groups will include Executive Directors, Executive Assistants, Program Management Team Members, Administrative Management Team Members, Business Service Representatives, performance/Accountability Staff, and Career Counselors.
 - ii. **Shared Workspace:** The Partners will collaborate on creating an internet-based Shared Workspace to serve as a source of information on regional Workforce Development Activity. The Shared Workspace will include – at a minimum – the following:
 1. A **Shared Calendar** showing key regional, statewide and national workforce development-related events, convenings, meetings, milestones.
 - a. Executive Assistants from each Partner agency will be responsible for working with staff to maintain the Calendar
 2. A **Media Library** showing public information materials released by each Workforce Development Agency, and media stories regarding workforce-related issues.
 - a. Public Information Officers from each agency will be responsible for populating this section
 3. A section dedicated to each **critical staff function** within the Workforce Development Agency. These sections may include the following:
 - a. Key Policy and Program documents
 - b. Best Practice guides
 - c. A section dedicated to each **critical industry sector**. Partner Agencies will each be responsible for coordinating the population of one of these industry sections, to include the following:
 - i. Healthcare
 - ii. Advanced Manufacturing
 - iii. Creative Enterprises
 - iv. Transportation/Distribution/Logistics
 4. A section dedicated to each **critical job-seeker category**. The Partners will each be responsible for coordinating the population of one of these industry sections, to include the following:
 - a. Youth
 - b. Dislocated Workers
 - c. TANF Recipients